



Position Release Form

For Annual Salary Rate Positions, funded by Personal Service Resources, only. See Position Release Form Instructions for additional information.

Vacancy Due To: New Position* Retirement Resignation Other Separation
Explanation (if needed):

* A line number will be assigned by the Budget Office if a new position is being established. To confirm the permanent resources for the position please call the Budget Office at 878-4312.

REQUIRED INFORMATION	CURRENT STATUS (Press F1 for Help in each field)	TARGETED STATUS (Press F1 for Help in each field)		
		<input type="checkbox"/> Select Box if no changes other than Annual Salary Rate		
Department	English	English		
Account Title	English	English		
Account Number	420031-00 only	420031-00 only		
Budget Title	Professor 10 Months	Assistant Professor 10 mos.		
Local Title				
Salary Rank/Grade		Faculty Rank		
FTE	1.0	1.0		
Obligation	Academic Year (AY) 10 mos.)	Academic Year (AY) 10 mos	CY Select:	CY Select:
Annual Salary Rate	\$90,000.00	Faculty:	Competitive	
Anticipated Hire Date	N/A	9/1/13		
Press F1 for Additional Information: Pay Basis Approvals Expiry Date Budget Transfer				

Approvals:

<u>Department Chair Name</u>	<u>5/1/13</u>	<u>Budget Office Approval</u>	<u>5/2/13</u>
1. Department Chair / Director	Date	5. Budget Office	Date
<u>Dean Name</u>	<u>5/1/13</u>	<u>N/A</u>	
2. Dean / Associate VP	Date	4. President (for M/C & Area positions)	Date
<u>Provost Name</u>	<u>5/1/13</u>		
3. Provost / Vice President / CIO	Date		

Send: the completed form to the Budget Office at budgetoffice@buffalostate.edu.

Distributions:

The Budget Office will distribute a copy of the approved Position Release to all approvers and the Office of Human Resource Management.

Program approvers may specify additional staff to whom the approved Position Release will be distributed. Please limit to three names:

Name, _____, _____